



UNITED STATES MARINE CORPS

INSTALLATION SECURITY AND SAFETY  
MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 11320.1J

FIRE

**12** MAR 1998

BASE ORDER 11320.1J

From: Commanding General  
To: Distribution List

Subj: FIRE REGULATIONS

Ref: (a) MCO P11000.11B  
(b) BO P4600.1G  
(c) DoD 6055.7-M (NOTAL)  
(d) DoD 4145.19-R-1 (NOTAL)  
(e) National Fire Codes (NOTAL)  
(f) BO P8023.3H  
(g) BO P5100.20

Encl: (1) Organization of the Fire Protection Division  
(2) Procedures for Reporting a Fire and Immediate Action  
(3) NAVFAC Form 3-11320/9 (Fire Bill)  
(4) Fire Prevention Regulations  
(5) SOP for Forest Fire Fighting

Reports Required: I. Report Symbol MC11320.4, paragraph 8  
II. Message Report, paragraph 8  
III. Telephonic Report, paragraph 8  
IV. DoD Fire Incident Report, DD Form 2324,  
paragraph 8

1. Purpose. To publish the fire regulations for Marine Corps Base (MCB), Camp Lejeune, and the Marine Corps Air Station (MCAS), New River.

2. Cancellation. BO 11320.1H.

3. Organization. The Fire Protection Division is organized as shown on enclosure (1) to provide fire protection, maintenance of rescue/fire fighting equipment and fire prevention inspections for MCB, Camp Lejeune, and the MCAS, New River.

4. Responsibilities

a. The Base Fire Chief. Responsible for the efficient operation, organization, training, and supply of the Fire Protection Division and its inspection program as directed by and in accordance with reference (a). The Base Fire Chief or his senior representative, unless relieved by higher authority, will:

(1) Be in overall charge upon his arrival at the scene of any fire, except aircraft crash fires on the airfield, MCAS, New River, and will request logistical support from appropriate activities, as required, during structural fire fighting operations. These activities will render all possible assistance in furnishing personnel or equipment, as requested, to extinguish fires or eliminate serious hazards.

(2) Provide support for combating aircraft crash fires.

(3) Coordinate the repair and installation of fire protection and fire fighting devices with the Base Maintenance Officer (BMO), Public Works Officer (PWO), Base Motor Transport Officer (BMTO), and other pertinent staff section heads.

(4) Prior to the onset of cold weather and no later than 1 October, be responsible for the inspection and winterizing of fire extinguishing systems and appliances in accordance with reference (a).

(5) Perform water rescue in bodies of water within boundaries of Camp Lejeune. The "primary source" of water rescue assistance is the Base Fire Protection Division.

(6) The Base Fire Chief or his senior representative, acts as the Incident Commander in a Unified Command with the senior Forestry Division representative on all wildland fires.

b. Area Commanders/Commanding Officers/Officers in Charge will:

(1) Appoint a Deputy Fire Marshal and submit the list of assigned Deputy Fire Marshals to the Fire Protection Division. The Deputy Fire Marshal will prepare local fire evacuation plans and instructions. Local fire evacuation plans and instructions should be posted conspicuously to prevent common and unusual fire hazards incident to specific operations in a particular building or area. Instructions for individual locations will include:

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(a) Color-coded floor plan showing two evacuation routes (primary: red; secondary: blue) and the action required for individual personnel in that particular shop, department, or building upon signal of fire alarms.

(b) The location of first aid, fire extinguishing equipment and the nearest fire alarm box, special fire telephone or nearest telephone.

(c) Special fire prevention measures as may be required in the particular area.

(2) Designate and train specific personnel with technical guidance by Fire Protection Division on building fire fighting details to handle the fire fighting equipment in each building. These local details will utilize available fire fighting equipment to prevent the spread of the fire and to assist the Fire Protection Division upon its arrival.

(3) Include in guard and sentry orders that particular attention must be paid to closing doors and windows during cold weather season to eliminate the possibility of the fire equipment/extinguishers freezing if windows are discovered open. They should be closed when freezing weather is forecasted.

(4) Maintain fire prevention programs through instruction of personnel and inspection for and elimination of fire hazards. Assistance may be obtained for fire prevention classes by contacting the Fire Protection Division, at 451-3320 or 2548.

(5) Ensure that all personnel are familiar with enclosures (2) and (3).

(6) Generally hold supervised semiannual fire drills in buildings where personnel are quartered, e.g., Bachelor Officer Quarters/Bachelor Enlisted Quarters (BEQ/BOQ), and industrial buildings such as shops. In other buildings, hold drills no less than once a year. Drill hours should vary. During drills, personnel should perform their assigned duties as outlined in local fire instructions. Records of such drills will be kept by all organizations and will be subject to inspection by Fire Protection Division officials.

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(7) Fire drills in Dependents Schools will be held twice the first month of school and once a month for the remainder of the school term. Monthly drills are also required for Child Care Centers. The Fire Protection Division will be notified in advance of the date and time of each school fire and evacuation drill.

c. The Assistant Chief of Staff Environmental Management Department (EMD) will respond to requests for assistance from the Assistant Chief of Staff, Installation Security and Safety (AC/S ISS) for incidents involving hazardous materials, hazardous waste and wildland fires. AC/S, EMD will provide:

(1) Trained personnel and fire suppression equipment.

(2) Direct support of the Base Forester or his assigned representative to serve in a Unified Command. Forestry Division personnel will be responsible for assessing wildfire situations, development and implementation of strategic decisions and control actions, and will be responsible for all operations directly applicable to wildland fire suppression efforts.

(3) Information to the AC/S, ISS of changes which affect fire fighting equipment maintained by the AC/S, EMD.

(4) Support of Base Interservice Support fire fighting agreements with the U.S. Department of Agriculture and the North Carolina Department of Natural Resources.

d. The Assistant Chief of Staff, Training, Education and Operations (Base Range Control Officer) will ensure that all using units are indoctrinated in forest fire precautions prior to using training area/ranges, and that they are informed of the forest fire danger class and further reminded of the precautions to take for the current danger class, as stated in enclosure (4) subparagraph 12c, d, and e.

e. The Commanding Officer, MCAS, New River will provide support for combating structural fires. (See enclosure (5), subparagraph 8c of this Order)

f. The BMO will:

(1) From 0730 to 2400, have an electrician and plumber available with equipment to dispatch to the scene of any building fire. From 2400 to 0730, BMO will have these personnel subject to recall for response to any building fire.

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(2) Maintain personnel and equipment and provide the services outlined in enclosure (4), subparagraph 12b.

g. The Commanding Officer, Naval Hospital will furnish medical personnel and ambulances at the scene of a fire, when requested.

h. The Base Communications-Electronics Officer will effect the repair of mobile, hand-held, and base radio station communications equipment on an as-needed basis.

i. The BMTO will ensure that at least one truck (tractor) and trailer (lowbed), and two 1 1/2-ton cargo trucks, with drivers, are available on call of the fire dispatcher during forest fire Danger Class IV and higher. (See enclosure (4), subparagraph 12d of this Order).

j. The Base Fire Dispatcher will request all transportation required to transport equipment and personnel to the scene of a fire by calling the Base Motor Transport Dispatcher and furnishing the following information:

(1) Equipment required.

(2) The pickup point and the ultimate destination of the equipment and/or personnel to be transported.

k. The Base Provost Marshal's Office (PMO) Desk Sergeant will direct military police patrols to proceed to the scene of a fire to provide traffic control and military police support. Any requirement for additional military supplies will be determined by the patrol by contacting the person in charge at the scene of the fire. Such additional required support will be requested by the PMO Desk Sergeant.

l. Personnel on duty in buildings will familiarize themselves with all local fire evacuation plans and instructions. They will know the location and understand the use of first-aid/fire fighting appliances. Training may be received by contacting the Fire Protection Division, at 451-3320 or 2548. Violations or failure to obey this Order could result in disciplinary or other adverse administrative action.

m. Civilian employees are required to exercise the same precautions for the prevention of fires as military personnel,

and perform such duties in connection with fire fighting equipment as the responsible head of the activity may designate. Violations or failure to obey this Order could result in disciplinary or other adverse administrative action.

n. Contractors performing work are subject to these regulations. The Base Fire Chief will be notified by the Public Works Officer of the starting date of any work to be performed. The Fire Protection Division will furnish a special fire prevention form to the contractor. Violations or failure to obey this Order could result in disciplinary or other adverse administrative action.

## 5. Fire Equipment

a. Fire hydrants will normally be used only for fire fighting and training by the Fire Protection Division; however, the Base Maintenance Officer may authorize their use for other purposes in specific cases when the request is received in writing.

### b. Fire Alarm Systems

(1) If a fire alarm system to include pull stations is damaged due to vandalization, the Fire Protection Division will be notified as soon as it has been detected. Additionally, the responsible area commander/commanding officer/officer in charge will cause an investigation and report the circumstances to the Base Fire Chief.

(2) The area commander/commanding officer/officer in charge will be responsible for all malicious damage to the fire alarm reporting system and its components.

### c. Fire Extinguishers

(1) No extinguisher or other fire fighting equipment will be removed from its assigned space except for maintenance or to fight fires. Extinguishers lost, misplaced, damaged, or destroyed will be replaced by the unit.

(2) Fire extinguishers, other than those mounted on vehicles and those organic to an organization, will be visually inspected at monthly intervals by the occupant. Form NAVFAC 11320/2, Inspection Record (Fire Extinguisher), will be

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fastened to each fire extinguisher and will be used to record each inspection. When monthly inspections reveal an excessive number of broken seals, evidence of tampering or the like, inspection frequencies should be increased. Carbon dioxide-type extinguishers should be weighed annually.

(3) Non-organic to the Unit (normally used in barracks, office buildings, warehouses, and dining facilities, etc.)

(a) 15-lb CO2 extinguishers - gas type.

(b) Air expelled water cans - (BOQs/BEQs).

(c) Dry Chemical.

(4) Organic to the Unit (normally used on vehicles, field installations, etc.)

(a) Dry Chemical.

(b) 2-lb, 5-lb, and 15-lb CO2 extinguishers - gas type.

(c) CO2 Automatic System - gas type used in tracked vehicles.

(5) Vehicle extinguishers will be installed in accordance with reference (b), and will be inspected by the using organization. Assistance in the inspection of vehicular/organic extinguishers may be obtained by contacting the Fire Protection Division.

(6) Extinguishers will neither be utilized nor expended for any purpose other than to fight fires. In the event an extinguisher, other than organic, is expended, lost or damaged, and no fire occurred, the Fire Protection Division will be notified as soon as practicable. Additionally, the responsible area commander/commanding officer/officer in charge will initiate an investigation and report the circumstances to the Base Fire Chief. Organizational fire evacuation plans and instructions should include instructions prohibiting the utilization and/or expenditure of fire extinguishers for any purpose other than to fight fires.

(7) All types of organic fire extinguishers will be recharged, refilled and maintained as follows:

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(a) II Marine Expeditionary Force (II MEF). Dry Chemical types will be serviced by using unit with material available through normal supply channels. CO2 fire extinguishers organic to the Marine Expeditionary Force will be serviced by General Supply Maintenance Company, Maintenance Battalion, 2d Force Service Support Group (FSSG), upon receipt of an Equipment Repair Order (ERO).

(b) 2d Marine Division (2d MARDIV). Fire extinguishers organic to these units will be maintained and replaced at the echelon prescribed by applicable S-4s. Dry chemical types will be serviced by using units with material available through normal supply channels. CO2 fire extinguishers organic to 2d MARDIV units will be serviced by General Supply Maintenance Company, Maintenance Battalion, 2d FSSG upon receipt of an ERO.

(c) 2d FSSG. Dry Chemical types will be serviced by using units with material available through normal supply channels. CO2 fire extinguishers organic to 2d FSSG Units will be serviced by General Supply Maintenance Company, Maintenance Battalion, 2d FSSG, upon receipt of an ERO.

(d) Marine Expeditionary Unit (MEU). Dry Chemical types will be serviced by using units with material available through normal supply channels. CO2 fire extinguishers organic to the MEU will be serviced by General Supply Maintenance Company, Maintenance Battalion, 2d FSSG upon receipt of an ERO.

(e) MCB, Naval Hospital, and Naval Dental Clinic. Fire extinguishers will be maintained by the using units.

(f) MCAS, New River and Tenant Units. Fire extinguishers organic to units will be serviced by the appropriate Intermediate Maintenance Activity (IMA).

(g) Hydrostatic Testing. CO2 type fire extinguishers require hydrostatic testing once every five years. Testing of CO2 extinguishers organic to the 2d MARDIV, II MEF, MEU, and 2d FSSG will be accomplished by General Supply Maintenance Company, Maintenance Battalion, 2d FSSG upon receipt of an ERO. Cost of testing will be borne by the using command. Testing of CO2 extinguishers organic to MCB, Naval Hospital, and Naval Dental



Clinic will be accomplished by the using units. Testing of CO2 extinguishers organic to MCAS, New River, and tenant units will be accomplished by Naval Aviation Depot (NADEP), MCAS, Cherry Point, North Carolina.

(8) All nonorganic extinguishers will be serviced by the Base Brig. A Fire Extinguisher Service Chit (MCBCL 11320/2) is issued to the using unit by a member of the Fire Protection Division. The chit, along with the fire extinguisher needing service, is taken to the Base Brig, Gate 1 on Wednesday or Friday between the hours of 0800-1100.

(9) The necessary materials for accomplishing this operation may be procured through the normal Marine Corps supply system. Instructions on methods of refilling and recharging fire extinguishers may be scheduled by calling the Fire Protection Division (Fire Inspector, 451-3320 or Deputy Fire Chief, 451-5956).

(10) Units utilizing hand extinguishers will inspect these extinguishers on a monthly basis.

d. Stand pipe hose will not be washed or tested without receiving prior permission from the Fire Protection Division. Stand pipe hose will be utilized only to fight fires. In the event a hose is used and no fire occurred, the Fire Protection Division will be notified as soon as practicable, and the responsible area commander/commanding officer/officer in charge will cause an investigation and report the circumstances to the Base Fire Chief.

e. Forest fire fighting tool boxes will be maintained by the Fire Protection Division at the following locations in the quantities indicated:

Industrial Area	(Building 1203)	8 boxes
Camp Geiger	(Building TC-701)	1 box
Courthouse Bay	(Building BB-8)	1 box
Camp Johnson	(Building M-303)	1 box
Rifle Range	(Building RR-6)	1 box
Greater Sandy Run Area (GSRA)	(Building SR-49)	1 box

f. The Fire Protection Division will be notified immediately of any change in storage, occupancy, or other conditions within buildings/structures which might necessitate a change in type or location of auxiliary fire fighting equipment.

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g. Fire fighting equipment will not be blocked by storage, i.e., aisles leading to fire fighting equipment will be kept clear.

h. Cabinets housing fire hoses will be painted red with the words, "FOR FIRE ONLY," stenciled in black.

#### 6. Fire Prevention Inspections

a. Monthly fire prevention inspections will be conducted in aircraft hangars, places of public assembly, detention and correctional facilities, hospitals, schools and child day care centers.

b. Quarterly fire prevention inspections will be conducted in hotels, BOQs/BEQs, lodgings, mercantile, industrial and storage facilities.

c. Semi-annual fire prevention inspections will be conducted in administrative, business and office facilities, and others not specified by monthly and quarterly inspections.

d. A fire safety indoctrination class will be conducted for all housing occupants upon assignment to quarters. Random fire prevention inspections of family quarters are also authorized.

e. Fire hazards and discrepancies noted on the Fire Inspectors Report should receive immediate attention for corrective action. The Fire Inspectors Report, with annotated corrective action taken, will be returned to the Fire Protection Division, Stop 18, Building 18 within five working days.

f. When not feasible, inspection frequencies will be determined by local authority.

#### 7. Interservice Support Agreements and Off-Base Responses

a. The Base has fire fighting Interservice Support Agreements with the U.S. Department of Agriculture, Forest Service, National Forests in North Carolina; the State of North Carolina; Onslow County; and the City of Jacksonville, North Carolina. By the terms of the agreements, the following officials are authorized to request fire fighting assets:

District Ranger, Croatan National Forest  
State Forest Director  
Onslow County Forest Ranger  
Chairman, Onslow County Board of Commissioners  
Fire Chief or Senior Fire Department Duty Officer under  
jurisdiction of the Onslow County Board of  
Commissioners  
Mayor of Jacksonville  
Jacksonville City Manager  
Jacksonville Fire Chief  
Jacksonville Senior Fire Department Officer on duty

b. Utilization of Fire Protection Division. The apparatus and personnel of the Fire Protection Division may be employed, when justified in emergencies, to assist the fighting of fires outside the limits of the Base. In each instance the authority for such deployment must be given by the Base Fire Chief or his senior representative. In all such deployment cases, the Base Fire Dispatcher will notify the Assistant Chief of Staff, Installation Security and Safety, MCB, at 451-3608/9350, and the Assistant Chief of Staff, Training, Education and Operations (AC/S, TE&O), MCB, at 451-5326/5720.

c. Utilization of Marine Fire Fighting Details. Requests from civilian officials listed in subparagraph 7a above for Marine fire fighting details will be forwarded by the contacted command/agency to the AC/S, TE&O, MCB, at 451-5326/5720. The following actions will be taken:

(1) The Base Fire Chief will assign an agency representative to represent the MCB until the incident has been contained and MCB assets are released by the Incident Commander. The Base Fire Dispatch will subsequently notify the Assistant Chief of Staff, Installation Security and Safety, and maintain communications with the Base Operations Center (BOC), if the BOC is in operation.

(2) The agency representative is assigned to the incident from MCB and has authority on all matters affecting the MCB participation at the incident. The agency representative will report to the Liaison Officer; if that position has not been filled in the Incident Command system, the representative will report directly to the Incident Commander.

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(3) There will be only one agency representative for each assisting agency assigned to the incident. His/her duties will consist of the following:

(a) Check-in at the Incident Command Post and ensure all MCB resources have checked in.

(b) Obtain briefing from Liaison Officer or Incident Commander.

(c) Advise agency personnel on the incident that the MCB agency representative position has been filled.

(d) Attend planning meetings as required.

(e) Cooperate fully with Incident Commander and his staff.

(f) Oversee the well-being and safety of Marine Corps Base personnel assigned to the incident.

(g) Advise appropriate staff member of any special agency needs.

(h) Notify EOC, MCB in a timely manner upon dedicating MCB assets.

(i) Report to agency headquarters on a prearranged schedule.

(j) Ensure that all MCB personnel and/or equipment are properly accounted for and released prior to departure.

(k) Ensure all required reports are submitted prior to departure.

(l) Hold briefing with Liaison Officer/Incident Commander prior to departure.

#### 8. Fire Reports

a. All fires, however minor, must be immediately reported to the Fire Protection Division, extension 911, even if already extinguished.

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b. Fires resulting in damage of \$100,000 or more, loss of life/serious injury to personnel, as well as fires of unusual or suspicious origin must be reported to higher headquarters per reference (a). This report will be submitted by message within 24 hours of the fire. The Base Fire Chief will prepare the required report and forward it to the Commanding General, MCB, Camp Lejeune (Attn: AC/S, ISS) for release to higher headquarters.


c. The Base Fire Chief will provide a preliminary report by phone of fire-related accidents or disasters resulting in property damage in excess of \$100,000 to the Commandant of the Marine Corps (LFF-1).

d. The Fire Chief will submit prepared Fire and Emergency Incident Response Reports (IRRs) in accordance with the instructions contained in references (a) and (c). IRRs (RCS DD-11320-01) for all fire and emergency incident responses will be submitted within 14 days of the incident.

e. Area commanders/commanding officers/officers in charge will initiate investigations of all fires occurring within their area of responsibility. A copy of the investigation will be forwarded to the Commanding General, MCB (Attn: AC/S, ISS) with a copy to the Base Fire Chief.

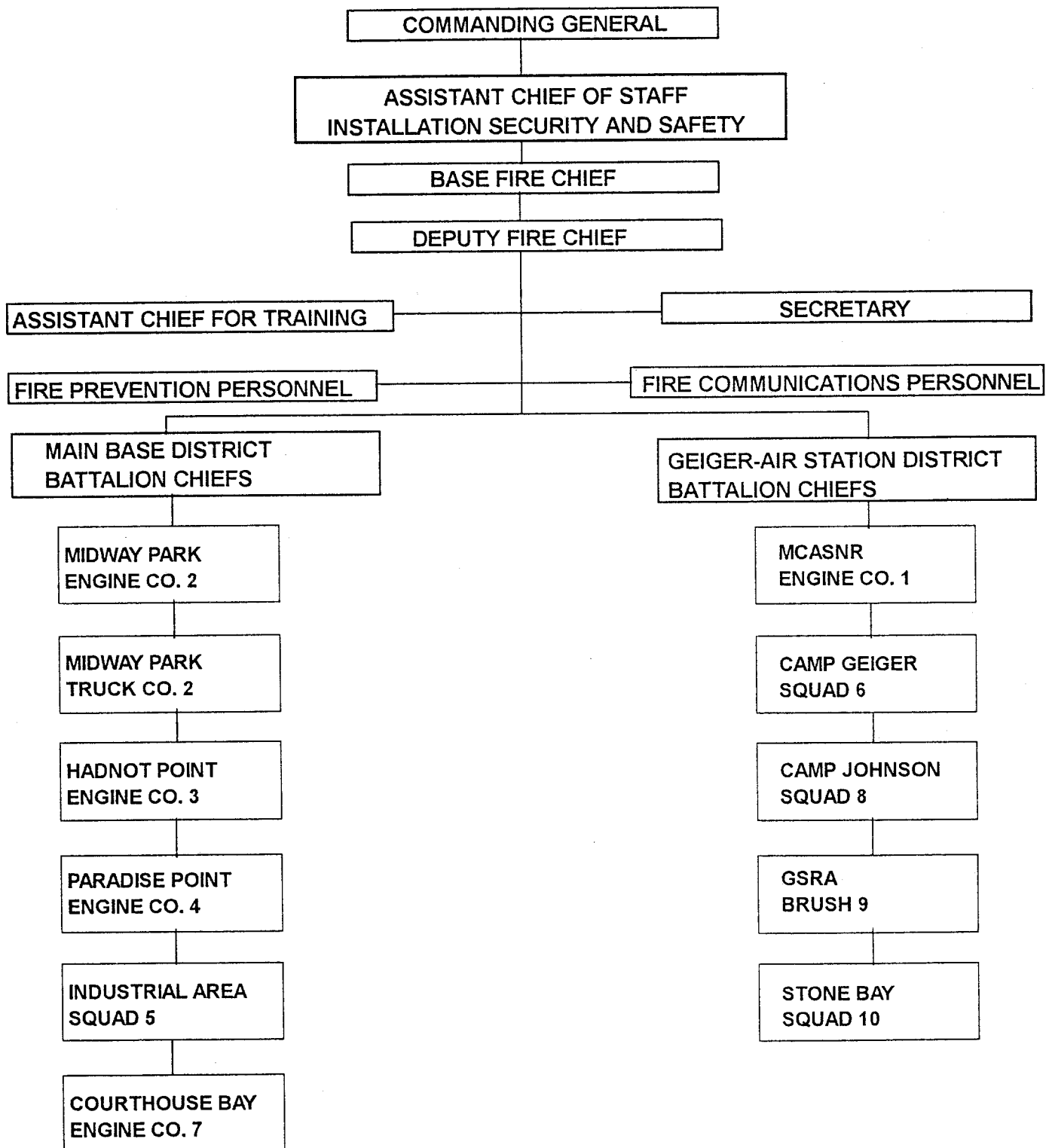
9. Concurrence. This Order has been coordinated with and concurred with by the Commanding Generals, II Marine Expeditionary Force; 2d Marine Division; 2d Marine Aircraft Wing, Cherry Point; COMCABEAST, Cherry Point; 2d Force Service Support Group; and the Commanding Officers, Marine Corps Air Station, New River; Naval Hospital, and Naval Dental Clinic.

10. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

  
B. A. GOMBAR  
Chief of Staff

DISTRIBUTION: A plus 2dMAW-10, MCASNR-5, PMO-5, BFire Chief-10,  
CDO-1, BMTO-3

ORGANIZATIONAL CHART OF FIRE PROTECTION DIVISION



**12** MAR 1998PROCEDURE FOR REPORTING A FIRE AND IMMEDIATE ACTION

1. Fire alarm boxes are installed in the Hadnot Point, Hospital Point, 2d Marine Division, Industrial, Paradise Point, Midway Park, French Creek, Camp Geiger, Camp Johnson, and MCAS, New River areas.
2. In reporting a fire or emergency, dial 911.
3. In case of a fire, the person discovering the fire will immediately telephone or use the nearest fire alarm box to notify the Fire Protection Division (Fire Department). If by telephone, notification will include the caller's name, location (building number) and type of fire. The caller will then:
  - a. Alert personnel who may be endangered.
  - b. Go or send someone to direct the Fire Protection Division to the scene of the fire.
  - c. Fight the fire with any means at hand:
    - (1) Use water on ordinary combustibles (trash, paper, wood, etc.).
    - (2) Use CO2 or dry powder extinguishers on grease, oil, gasoline or other flammable liquids.
    - (3) Use CO2 or dry powder extinguishers on electrical fires. DO NOT USE WATER ON ELECTRICAL FIRES.
    - (4) Carry out instructions on local fire bills.
  - d. Personnel using fire alarm boxes should REMAIN or leave someone at the box location after pulling the box to direct the Fire Protection Division to the scene.
4. All fires must be reported, even if already extinguished.
5. Persons apprehended for turning in false alarms will be prosecuted.

ENCLOSURE (2)

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FIRE PREVENTION REGULATIONS1. General

a. Fire Prevention is the joint responsibility of the Fire Protection Division and all organizations/activities. All personnel will be indoctrinated in order to be thoroughly fire conscious and aware of the serious loss of life and property which may result from a fire.

b. All activities will guard against the creation of fire hazards and will promptly report to the Fire Protection Division any hazardous conditions which exist. The Standards of the National Fire Protection Association, National Fire Codes and Navy/Marine Corps publications contain the criteria for determinations regarding fire hazards and their elimination aboard the Base.

c. The disposal of gasoline, kerosene, oil, paint, thinner, solvent, or other flammable liquids through any drainage system, either surface or subterranean, is prohibited. Disposal instructions will be requested from Assistant Chief of Staff, Environmental Management Department, at 451-1482, during normal working hours, and from the Fire Protection Division at all other times. MCAS, New River units will contact the Station Hazardous Waste Manager, at 450-6143/6144 for disposition instructions.

d. In buildings where fire doors are installed, only those doors through which normal traffic must pass may be kept open during working hours. Manually operated fire doors will be kept closed when a building is not occupied and at all times when they are not required as an entrance/exit. Care will be exercised that fire doors are not damaged by forklifts or other equipment. Defective fire doors will be reported to the Base Maintenance Officer for immediate repair.

e. Fusible links used on any equipment will not be painted. Sprinkler heads will not be painted. A clearance of 18 inches will be maintained between sprinkler heads and material storage.

f. Fire lanes in storage warehouses will be maintained as prescribed by reference (d).

ENCLOSURE (4)



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g. Area commanders/commanding officers/officers in charge of activities are responsible for ensuring that immediately prior to gatherings at places of indoor public assembly all exit doors, windows, aisles and passageways function properly and are clear. While such buildings are occupied, all such exits and passageways must be kept clear of obstructions and unlocked. Exit doors must be in proper mechanical order and lighted where necessary. Fire Protection Division personnel will spot-check indoor public assembly locations to ensure compliance when occupied. Before securing the building, the sponsoring activity will complete MCBCL Form 11320/4, Building Nightly Security Checklist, and forward the completed form to the Fire Protection Division. The instructions will be conspicuously posted on building bulletin boards for the guidance of activity personnel. All curtains, drapes, etc., in such places of assembly will be properly flameproofed, unless otherwise authorized in writing by the Base Fire Chief.

h. Personnel in charge of maintenance and industrial shops, storerooms, warehouses, clubs, recreation rooms, theaters, office spaces, etc., will ensure that fire prevention inspections are conducted immediately after working hours or after activity in area has ceased. A checklist of fire-hazardous conditions for each area will be established to ensure complete inspections and should include heating devices (coffeemakers, stoves, radiators, furnaces, etc.). Upholstered furniture in clubs and recreation rooms should be checked to avoid damage from carelessly discarded smoking material.

i. All ventilators, skylights, windows and doors in warehouses will be closed at the end of the working day.

j. Per reference (e), sufficient clearance must be maintained between combustible material and steam pipes, stoves, and other heat sources.

k. No building, structure, or area will be constructed, repaired, altered or utilized without the approval of the activity commander and the activity fire chief. Plywood, hardboard and other type combustible materials used in the construction of partitions and as a surface finishing material on walls and ceilings is prohibited. Interior finish will conform to the requirements of NFPA Standard 101 of reference (e).

ENCLOSURE (4)

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1. The Fire Protection Division will be notified by the proper authority prior to fumigating any building on Base or in surrounding government-controlled areas so that proper precautionary instructions can be given.

m. The Fire Chief or his senior officer on duty will be notified immediately when radioactive materials, including weapons, are transported, stored, handled, or used in the confines of the Base.

n. Only safety matches are authorized for use within the confines of the Base.

o. The sale, storage or use of fireworks of any kind is prohibited, unless authorized by the Commanding General, MCB.

## 2. Ammunition and Explosives

a. Instructions for fire fighting and for the care, handling and storage of ammunition and explosives are contained in reference (f).

b. Guidance of fire prevention in ammunition areas will be furnished by the Fire Protection Division.

c. First-aid fire protection will be furnished by the Fire Protection Division.

## 3. Base Theaters

a. The chief operator in each theater will inspect fire prevention/fire fighting equipment and fire shutters daily. Any defects noted must be reported immediately to the Fire Protection Division. In no case will movies be shown unless all fire fighting/prevention equipment is in proper working order.

b. Motion picture machines will be operated only by authorized personnel.

c. All motion picture film, except that actually in use, will be kept in closed cans.

d. No combustible furniture, cleaning gear or other combustibles will be kept or stored in any projection booth or rewind room.

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- e. Film magazines will be kept closed except when changing films.
- f. Smoking is prohibited in any projection booth.
- g. In case of fire in a projection booth, the operator will:
  - (1) Make an immediate effort to halt the fire.
  - (2) Clear the theater.
  - (3) Close all doors on projectors.
  - (4) Turn off all switches pertaining to motion picture equipment.
  - (5) Clear the booth and close tightly.
  - (6) Notify the Base Fire Protection Division.
  - (7) Notify the NCO in charge.

#### 4. Stoves and Heaters

a. Whenever heating stoves are installed or moved, they will be inspected and their location/installation approved by the Fire Protection Division before being put into operation, unless such stoves have been installed or moved by Base Maintenance personnel.

b. Exterior vented oil heater tanks must be removed to a safe location outside of the building when filling. Only approved safety cans will be used for storage/refueling and must be identified in accordance with reference (a). The use of fuel fired nonvented heaters is prohibited.

c. Stoves will not be left burning after a building is secured.

d. Smoke pipes and flues will be inspected frequently and kept in good condition. All pipe and flue joints will be secured.

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e. Oil stoves installed on wooden decks must have a sheetmetal pan with edges turned up to hold any spilled oil. Sand boxes will not be used in conjunction with oil heaters.

f. Sand boxes will be installed for coal or wood burning stoves only upon the recommendations of the Fire Protection Division.

g. Only authorized maintenance personnel will be permitted to repair defective stoves.

h. Aircraft hangars, vehicle repair shops, and parking garages will be heated only in accordance with reference (e).

i. Portable electric space heaters will have built-in thermostats and tip-over switches.

## 5. Storage

a. Flammable liquids, such as paints, oils, kerosene, and gasoline will be stored in outside lockers, located 15 feet from any building or as approved by the Base Fire Chief. Indoor storage of flammable liquids shall be in an UL approved indoor flammable storage cabinet.

b. In shops and other places where waste and rags are used, self-closing metal waste cans will be provided. In areas where hazardous wastes (HW) are generated, proper storage of HW will be accomplished per guidance provided by the Environmental Management Department (EMD). Only authorized/trained personnel will handle/manage HW. HW containers must be secured at all times except when adding, removing or inspecting HW. Hazardous Materials (HM) (i.e., oily rags, paints, adhesives, POL's, etc.) when not in use will be stored in a manner that precludes access by unauthorized/untrained HM/HW personnel. Solid waste to include garbage, refuse, or other discarded material will be stored in proper solid waste collection containers in a manner that does not pose a threat of fire to the surrounding structures. Detailed solid and hazardous waste management procedures are provided by EMD. Spaces under and around buildings will be kept clear of lumber, boxes, rubbish, paper, dry grass, and leaves.

ENCLOSURE (4)

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c. The following materials are particularly subject to spontaneous combustion and will be inspected frequently by the storing organization to determine if excessive heat exists: used steel wool, excelsior and straw materials, sand bags, jute and hemp products, unslaked lime, damp or oil soaked rags, waste felt and cotton pads or protectors.

d. Steel wool, excelsior and straw packing materials will be stored in a noncombustible or metal-lined room. Small quantities of these materials may be stored in other areas in a metal can or bin with a tight fitting cover.

e. No combustible material will be stored within 18 inches of any heat-producing appliance.

f. Storage of combustibles is prohibited in equipment rooms, attics, air-conditioning equipment rooms, boiler rooms, exit corridors, and on or under stairways built, in whole or in part, of combustible material.

g. Materials stored in buildings will be arranged to provide maximum accessibility for applying water from sprinklers and hose. In storerooms and general storage areas, mattresses will be stacked no closer than 12 inches to another stack, and rows of such stacks will be at least six inches from the deck on pallets. No moist or oily mattresses will be placed inside storage.

h. Materials will not be piled in any manner which will prevent access of fire apparatus to any building, or to obstruct hydrants, sprinkler siamese, or roadways.

i. In the event any of these storage requirements cannot be met due to shortage of suitable space, request for modification will be addressed to the Fire Protection Division.

j. Storage and parking of automotive equipment:

(1) The parking/storage of automotive equipment in buildings other than garages or buildings specially designated for such parking or storage is prohibited.

(2) Fuel trucks and other gasoline powered equipment will not be stored inside hangars or adjacent thereto (minimum safe distance recommended is 100 feet).

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(3) Fuel trucks with leaky or otherwise defective pumping equipment will not be used and will be marked accordingly.

(4) When numerous tank trucks are being stored, they should be in detached groups so that there will not be any aggregate cargo capacity exceeding 25,000 gallons in a single group.

(5) Groups should be detached at least 50 feet from another group. Groups will be stored in a manner that if a POL spill were to occur, the spilled HM would be prevented from gaining access to storm water drains and other non-impervious surfaces. Units storing vehicles should be aware of their responsibilities in the event of POL spills to include the proper use of authorized absorbent material and local reporting requirements.

(6) Private vehicles will not be parked in the vicinity of aircraft or in motor transport facilities. Vehicles will be parked only in designated parking areas.

(7) Gasoline operated vehicles will not be operated inside hangars, unless they are equipped with nonspark exhaust.

k. Storage and handling of chemicals:

(1) Units that require the use of HM will follow safety procedures in reference (g).

(2) Chromic acid will be isolated from any other type of material and must be placed on either a concrete or dirt floor. This acid will ignite on contact with acetic acid or alcohol and may ignite wood, sawdust, paper or cotton.

6. Flammable Liquids

a. The use of gasoline for any purpose other than a motor fuel is prohibited. Benzine, naptha, kerosene, paint thinner, alcohol, paint remover, or other flammable solvents with a flash point of less than 100 degrees Fahrenheit for cleaning ordnance equipment, automotive parts, floors of buildings and bowling pins/balls are prohibited unless prior approval is obtained from the Fire Protection Division, which will issue a written permit

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for such work. Appropriate first-aid fire fighting extinguishers will always be immediately available when such work is being conducted. Solvents used inside buildings with flash points below 200 degrees Fahrenheit will be kept in containers equipped with self-closing or automatic covers. Processes using solvents as cleaning agents often produce residual waste that is a regulated hazardous waste. Contaminated rags and solvents must only be handled by authorized/trained personnel. Disposal of HW will be done in accordance with EMD guidance.

**b. Dispensing Flammable Liquids:**

(1) Flammable liquids with flash points below 100 degrees Fahrenheit will not be drawn from or dispensed into tanks or containers inside a building except when the drum is in an upright position and when using approved manually operated drum pumps that are in locations approved by the Fire Protection Division. Other than approved safety cans from which flammable liquids having flash points above 100 degrees Fahrenheit are dispensed, containers will be equipped with approved self-closing valves.

(2) Gravity discharge of flammable liquids, with flash points below 100 degrees Fahrenheit is specifically prohibited inside a building.

**c. Refuelers and defuelers:**

(1) The gasoline hose on refuelers will be kept coiled on the reels provided; the doors to the hose compartment will always be kept closed when not in use.

(2) When filling refueler tanks, the filling station fill pipe will be grounded to the refueler tank before any filling cover fill pipe is opened. This ground will not be removed until all covers have been closed. Only immediately before the filling is to begin will the required cover be opened. When the filling has stopped, it will be promptly and properly closed.

(3) Plane captains or personnel designated by operating units will handle the fuel hose nozzles during actual fueling and will be responsible for fueling to the desired capacity and for

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securing filler caps properly after tanks are filled. The refueler's hose nozzle will be grounded to the structure of the aircraft or boat to be fueled near the fueling connection before the latter's filling cap is removed. This ground wire will not be removed until the connection cap has been secured.

(4) Aircraft refueling instructions apply in their entirety to draining aircraft fuel into refuelers. Grounding will be completed before the refueler tank is opened or the drain hose led to the refueler. The grounding connection will not be broken until the drain hose is clear of the refueler; the aircraft tank filler cap, secured, and all refueler tank covers closed. If a hose nozzle is not used in fuel draining operations, the hose coupling will be grounded to the tank to be drained at a point near the filler cap before the filler cap is removed.

d. All aircraft containing fuel or fuel vapor undergoing maintenance inside hangars will be effectively grounded.

e. Painting:

Spray painting inside a building is strictly prohibited unless performed in an approved paint spray shop. Spray painting of equipment and vehicles is only allowed inside a properly functioning paint booth with a dedicated ventilation system. Refer to Marine Corps TM4750-15/1, Marine Corps User Guide WBCC-1/4, the Naval Aviation Maintenance Officer (NAMO) manual, and NAVAIR 01-1A-509 maintenance manual.

7. Hot Work Permits. Welding and cutting will be conducted only in approved and specially equipped shops. When these operations must be done outside of approved shops, the following procedures will be carried out:

a. Secure a Hot Work Permit from the Fire Protection Division (extension 3004) before beginning the operation.

b. Remove all combustible materials to a safe distance or use flameproof covers to cover combustibles.

c. Ascertain that appropriate first-aid fire fighting equipment is on hand and that a fire watch is posted.

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d. All classified burning and open flame burning are prohibited without prior approval of the Fire Protection Division and EMD.

**8. Electric Appliances and Circuits**

a. Any change in electric wiring or fittings must be performed by Base Maintenance or qualified electrical contractor personnel.

b. Only electrical appliances approved by the Underwriters Laboratories will be used. All wiring will conform with the National Electric Code.

c. Electric coffee makers, water heating units and hot plates must be insulated and equipped with an integral thermostatic control, designed to prevent overheating, and will be installed on a nonflammable surface.

d. Use of toasters, portable water heaters, hot plates, percolators, microwave ovens, and similar equipment in hotel rooms, administrative offices, troop billets, warehouses, storehouses, and buildings or structures containing high value or critical material or equipment is prohibited. Activity commanders may authorize in writing the use of coffee makers, microwaves, and food-warming appliances in administrative offices and other areas as appropriate. Before written authorization is given, facility maintenance personnel will inspect proposed locations for coffee making, microwave, food-warming appliances to determine if electrical circuits are adequate to carry the load and if a fire hazard may be involved

e. Electrical appliances, such as coffee makers, hot plates, radios, stereos, tape players, television sets, etc., should not be installed in wall lockers or other like enclosures. Installations where approved will conform with National Electric Code.

f. Equipment for "Hot Lockers" and the installation thereof must be approved by the Fire Protection Division.

g. Fluorescent lights will not be used for standing lights nor be permitted to burn during nonworking hours when unattended.

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Fluorescent lights will be installed to conform with the National Electric Code.

h. Area commanders/commanding officers/officers in charge will make frequent inspections of all electrical appliances to ensure compliance with regulations.

i. The use of extension cords in lieu of fixed wiring is prohibited.

#### 9. Smoking Restrictions

a. Smoking is prohibited inside all facilities aboard MCB, Camp Lejeune, except for some designated MWR facilities approved by the Command.

b. "No Smoking" signs will be posted in the storage vicinity or distribution area of gasoline, J.P. fuels, oil, ammunition and other highly flammable materials, or any place where flammable liquids are handled or explosive vapors may be present.

c. Cigars, cigarettes and matches must be put out before being discarded. They will not be discarded in trash receptacles, dumpsters, in bushes, or thrown out of cars.

10. Housing Areas. Although fire prevention, as stated in this Order, applies to all personnel and areas of this Base, the following applies specifically to personnel and their dependents who reside in Base quarters/housing:

a. The use of charcoal grills on porches, carports or enclosed areas is prohibited. Before storing grills after use, be sure no coals or embers remain in the grill. The safest method for disposing of live coals or ashes is to drop them into a bucket of water.

b. Stringing decorative or other electrical lights attached to porches, eaves, etc., to dwellings is prohibited except during Christmas holidays, at which time only Underwriters Laboratory-approved fixtures will be used.

c. Extension cords must not be placed under rugs or in areas where they may be subject to wear.

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d. Before using electrical appliances with worn or frayed cords, they must be replaced by cords bearing the Underwriters Laboratory label.

e. Electrical circuits will not be overloaded.

f. Smoking materials will be extinguished before emptying ash trays into waste baskets; waste baskets must not be used for ash trays.

g. Kitchen ranges and other cooking devices will be attended by a responsible adult at all times while in use, and extreme care will be taken when cooking with fats and oils.

h. Grease-coated ovens will be properly cleaned before being used again.

i. Furnace rooms and other heating enclosures will not be used as areas to dry clothes or for storage.

j. Matches, lighters or other combustibles will be kept out of reach of small children.

k. Using flammable liquids for indoor cleaning is prohibited. Gasoline kept around the house for lawn mowers, etc., will be limited to two gallons, and stored in Underwriters Laboratories approved containers designed for this purpose and will not be kept in nonapproved containers. Gasoline cans and lawn mowers may be stored in garage, carport or on the porch provided they are not in close proximity to any heating device.

l. In case of fire, every family should have an evacuation plan. Children should know at least two escape routes (window and door) in every room of the house. Baby sitters should be made aware of escape routes and instructed to get children out immediately. The Fire Protection Division is available to assist in forming an evacuation plan.

#### 11. Operators of Motor Vehicles

a. Government motor vehicle operators are governed by the contents of reference (b) as it applies to fire safety regulations.

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b. Drivers of ambulances, school buses, and vehicles carrying 10 or more passengers will ensure smoking regulations are enforced and that proper, serviceable fire extinguishers are installed.

c. Drivers of flammable liquid, compressed gas, dangerous chemicals, ammunition and explosives carriers will be especially fire conscious and will ensure that no smoking is allowed in or near vehicles. Smoking, lighting matches or lighters, or any open flame are prohibited within 100 feet of a fueling point. Drivers will ensure that proper, serviceable extinguishers are carried and that appropriate markings and identification are posted on vehicle.

## 12. Forest Fire Suppression

a. The Director, Forestry Division will ensure that an aggressive prescribed burning program for ranges and training areas is in place. He will also:

(1) Assist training forest fire fighting personnel as necessary.

(2) Select and provide qualified fire observation tower watchmen.

(3) Equip towers with radios, telephones, directional locating devices and suitable maps.

b. The BMO will ensure that fire plows, tractors and transports are ready and available for use at all times. The following actions will be taken under certain fire weather conditions (see paragraph e, below):

(1) Class I, II, and III. Two plow units, tractors, and operators will be ready to respond and depart to the scene of a fire within one hour.

(2) Class IV. During regular working hours two plow units, operators, and transports will be ready to depart to the scene of a fire within 30 minutes of notification. After normal working hours the Base Forester may change the above capability to a standby status for that period until in the opinion of the Base Forester, circumstances no longer require standby status.

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(3) Class V. Two plow units, operators, and transports will be kept in position for immediate dispatch during regular working hours. The Base Forester may change the above capability to a standby status for that period after normal working hours until in the opinion of the Base Forester, circumstances no longer require standby status.

(4) Blowup Alert. During and after normal working hours, plow units, operators, and transports will be retained in a standby status until such time that blowup condition no longer exists. The blowup alert determination will be made by the Base Forester. Retention of personnel after normal working hours will be approved by the BMO.

c. All units engaged in training that requires using fire tracer ammunition, explosives, white phosphorous, flares, pyrotechnics, flame weapons or other materials which create a fire hazard will organize one detail and assemble at the training site as set forth in paragraph 6a. of enclosure (5). This fire fighting detail may be composed of personnel engaged in the training. Fire fighting tools will be drawn on temporary memorandum receipt from Building 1203 (Hadnot Point) for use by this detail, which will be doubled when Forest Fire Danger Class III occurs.

d. The Fire Protection Division will obtain daily the Forest Fire Danger Class from the North Carolina Forestry Service, and will convert the rating to the Marine Corps Base Fire Class System. When Class III or higher is reached, the following officers will be notified for appropriate action: Base Forester; Assistant Chief of Staff, Training, Education and Operations (Base Range Control Officer); AC/S, G-3, 2d MARDIV; and the AC/S, G-3, 2d FSSG. The BMTO and the Heavy Equipment Section of Base Maintenance will be notified when Class IV is reached.

e. Fire Danger Classes, and their effect on the use of training areas/ranges and facilities are as follows:

(1) Class I: Fire danger is low. No restriction on authorized ranges and training areas. Normal safety precautions will be followed. A fire fighting detail composed of personnel of the training unit will be organized to combat any grass or brush fires that may occur.

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(2) Class II: Fire danger is moderate. Use of ranges and training areas will be at the discretion of the commanding officer of the training unit. Extreme caution will be exercised when using all pyrotechnics. A fire fighting detail will remain on standby alert during the entire training period.

(3) Class III: Fire danger is high. Two fire fighting details will be organized and one unit kept on standby during training. Heat tabs and warming fires will be used only in designated places under supervision of an NCO. Pyrotechnics are restricted to authorized ranges.

(4) Class IV: Fire danger is high. Pyrotechnics are restricted to the G-10, N-1 and K-2 impact areas. Smoking is permitted only in locations specifically designated by the training unit commander. These areas will be fireproofed and supervised by an NCO. The use of generators will be restricted to areas that have been fireproofed to mineral soil for 50' around each generator. Heat tabs will be used only in fireproofed areas designated by the training unit commander and under the supervision of an NCO. Warming fires are not authorized. Two fire fighting details will be kept on standby alert during the training.

(5) Class V: Fire danger is extreme. All types of military training and other activities likely to start forest fires will be suspended in forested areas. When two consecutive days of extreme fire weather exist, the Director, Forestry Division will request the following support from MARFORLANT tenant organizations at MCB, Camp Lejeune, or at MCAS, New River:

(a) Five military fire fighting details with appropriate tools on standby status.

(b) Five military bulldozers with operators and transport capability on standby status.

(c) Five military water tankers with operators and support personnel on standby status.

(d) Five M-51 dump trucks with operators on standby status.

(e) Five water buffaloes on a standby status.

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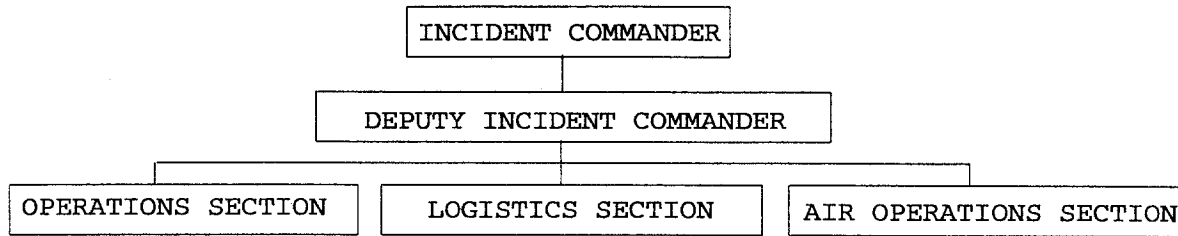
(f) The Fire Chief will request a helicopter from MCAS, New River for aerial observation of the fire area.

(6) Blowup Alert: Fire danger is high to extreme. Suppression is extremely difficult. Duration is short and occurrence infrequent. All restrictions on training, other activities, and requests for support under Class V will be applicable.

f. No open burning will be done without permission of the Base Forester or the Fire Protection Division, or as authorized and required for training purposes.

g. See enclosure (5) for detailed procedures relative to forest fire fighting.

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a. The Base Fire Chief or his senior representative will be the Incident Commander at the fire scene, unless relieved by higher authority.

b. The Director, Forestry Division or his senior representative will be the Deputy Incident Commander at the fire scene.

c. The Fire Protection Division will aid the Director, Forestry Division in the detection, control and extinguishing of forest fires. In rendering such aid, the Fire Protection Division will:

(1) Determine and publish daily at 1300 the Fire Condition Danger Class.

(2) Receive reports of fires and notify the proper personnel.

(3) Dispatch equipment to the scene of the fire.

(4) Provide fire fighting tools at the scene of the fire.

(5) Provide hand tools at the scene of the fire.

(6) Set up command post at the scene of the fire.

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3. Incident Command System

a. Incident Commander (IC) and Deputy Incident Commander (DIC) are responsible for incident activities including the development and implementation of strategic decisions and for approving the ordering and releasing of resources. The IC and DIC will:

- (1) Assess incident situation.
- (2) Activate as needed elements of the Incident Command System.
- (3) Brief command personnel.
- (4) Approve and authorize implementation of the Incident Action Plan.
- (5) Coordinate safety activity.
- (6) Coordinate and manage incident operations.
- (7) Approve request for additional resources and request for release of resources.
- (8) Conduct strategy meetings.

b. Operations Section

(1) Operations Section Chief (OSC) is responsible for the management of all operations directly applicable to the suppression effort. The OSC will:

- (a) Obtain a briefing from the IC/DIC.
- (b) Brief and assign operations personnel in accordance with the Incident Action Plan.
- (c) Supervise operations section.
- (d) Determine needs and request additional resources.
- (e) Recommend release of resources.

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(f) Report special events, activities, and occurrences to the IC.

(g) Implement standard fire fighting orders.

(2) Division Supervisor is responsible for the implementation of operations directly applicable to the suppression effort, and reporting the progress and status of operations resources within his assigned division. The Division Supervisor will:

(a) Obtain a briefing from the OSC.

(b) Review assignments with suppression forces under his command.

(c) Implement the Incident Action Plan.

(d) Report special events, activities, and occurrences to the OSC.

(e) Implement standard fire fighting orders.

c. Logistics Section:

(1) Logistics Section Chief (LSC) is responsible for providing facilities, services and material in support of the incident. The LSC will:

(a) Be responsible for managing all activities at the Command Post.

(b) Provide support needs for all supplies, equipment, feeding, sanitation, medical and security.

(c) Establish check-in procedures for personnel and equipment.

(d) Establish demobilization procedures.

(e) Coordinate information about the incident through the Joint Public Affairs Officer.

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(2) Service Branch Director (SBD) is responsible for the servicing of all equipment.

d. Air Operations Section:

(1) Air Operations Section Chief (AOSC) is responsible for coordination of all air operations with Operations Section Chief and Division Supervisors. The Air Operations Chief will:

(a) Obtain a brief from the OSC.

(b) Organize air operations and perform operational planning.

4. Fire Suppression. There are two high risk fire seasons at Camp Lejeune: (1) fall (September through December), and (2) spring (March through June).

a. Fires in the fall season, while often quite numerous, are usually small and do relatively little damage. A fire in this season can usually be controlled by attacking the fire directly; that is, working along the perimeter of the fire. Ground conditions are such that lingering fire in the turf does not exist, and chances of recurrences are slight. The longer nights and relatively higher humidity of the season result in very little fire travel at night; the fire either goes out or creeps slowly with small flames and normally does not start to run the following day until about 1000.

b. During the spring months, vegetation has changed, winds have increased and the ground normally has become very dry. Spring fires have high rates of travel with developed heads pushed by the wind. Direct contact with the fire is impossible except on the flanks.

5. Fire Detection

a. Speed of detection/response in attacking forest fires is essential. This is of particular importance during the spring season. In most instances, fires reached within 15 minutes after starting will not yet have developed a head, the front of the fire can be stopped, and the small internal fires mopped up.

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Spring season fires show little tendency to reduce at night except between 0100 and 0600. As a result, a great deal of the fire fighting occurs during hours of darkness.

b. There are two towers within the Base located as follows:

(1) Lejeune Tower, Sneads Ferry Road, grid 900321.

(2) Greater Sandy Run Area Tower, Cedar Hurst Road, grid 720326.

c. The above fire towers are equipped with both telephone service and emergency radio equipment. The Greater Sandy Run Area Tower has Jacksonville telephone service and emergency radio equipment operating on the State forestry frequency. Lejeune Tower has Camp Lejeune telephone service and emergency radio equipment operating on the Fire Protection Division net.

#### 6. Forest Fire Fighting/Fire Attack - General

a. The IC will quickly survey the fire to determine the size and will act accordingly.

b. During either fire season, personnel of the Fire Protection Division will be dispatched to the scene of the fire. In addition, fire plows will be alerted.

c. A Command Post, to which all personnel and equipment will be dispatched, will be set up on a road in the vicinity of the fire. The Base Fire Chief, or his representative, will be the Officer in Charge of the Command Post.

d. Forestry trucks will not be taken off secondary roads into the woods unless specifically authorized by the Incident Commander.

#### 7. Fire Fighting Details

a. The following organization will maintain fire fighting details consisting of 20 men and will include not less than four NCOs who will be available on call at all times from the Fire Protection Division.

(1) 2d Marine Division

2 Details

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- (2) 2d Force Service Support Group 1 Detail
- (3) Marine Corps Service Support Schools, MCB 1 Detail
- (4) Marine Corps Air Station, New River 1 Detail

The Fire Protection Division (Fire Dispatcher) will request formulation of these details during normal working hours to the G-3, S-3, or G-4 of the command or unit concerned and after normal working hours by the Command Duty Officer to the Duty Officer of the command or unit concerned. (A second detail will be requested to stand by upon dispatching of the first detail.)

b. The following organizations will be prepared to organize fire fighting details with the same composition as indicated above:

- (1) Area Commander, Camp Geiger 1 Detail
- (2) Area Commander, Courthouse Bay 1 Detail
- (3) Area Commander, French Creek 1 Detail
- (4) Area Commander, Hadnot Point,  
Central Area 1 Detail
- (5) Area Commander, Hadnot Point,  
Industrial Area 1 Detail
- (6) Area Commander, Camp Johnson 1 Detail
- (7) Area Commander, Stone Bay 1 Detail

c. The Duty Officer or the G-3, S-3, or G-4 of all commands supplying details will accomplish the following as expeditiously as possible.

- (1) Designate a pick-up area for the detail and notify the Fire Dispatcher, 451-3004, of its location.

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(2) Ensure that detail personnel wear the utility uniform, are equipped with web belts with filled canteen, jackets, ponchos or winter type clothing, as appropriate.

(3) Ensure that the officer or NCO in charge of the detail assembles the personnel in the designated pick-up area and boards assigned transportation.

d. The Fire Dispatcher will obtain transportation for Hadnot Point Area details from the BMTD and dispatch it directly to the personnel pick-up area designated by the command concerned. Transportation for details departing from other areas will be provided by the appropriate area commander.

e. When the detail arrives at the fire scene Command Post, the officer or NCO in charge will furnish a list of his personnel to the Fire Protection Division Officer in Charge so that they may be issued equipment and assigned duties. The names will be logged by the Officer in Charge at the Command Post, and the log will show the specific area where the detail has been sent.

#### 8. Equipment and Supplies

a. The Fire Protection Division will maintain sufficient amounts of the following equipment for fire fighting details:

- (1) Fire rakes.
- (2) Fire flaps.
- (3) Backpack water pump cans.
- (4) Shovels.

b. The Officer in Charge at the Command Post will:

(1) Request fuel as required from the Officer in Charge, Fuel Station, who will dispatch a tanker with pump to the Command Post. This tanker will contain unleaded regular gasoline, No. 2 fuel oil, and one or more 5-gallon cans of 30 weight oil. The driver will be under the direct control of the Command Post Officer in Charge for the duration of the fire and will report

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back to the Command Post after every equipment-fueling run. The tanker will be released only by the Command Post Officer in Charge.

(2) Contact the command which dispatched details to the fire to supply food and water, as required. The commanding officer will arrange to pick up the food and water and deliver it to the details.

c. Helicopters. When conditions warrant, the Base Fire Chief will request the use of a helicopter from MCAS, New River or MCAS, Cherry Point. Upon approaching Camp Lejeune, the pilot will follow normal procedures by contacting Range Control, who will then hand off the helicopter to the Fire Chief or his representative on UHF 274.8, the ISS Control Net. If Range Control is not operational, the pilot will make direct contact with Fire Division personnel on the ISS Control Net, UHF 274.8.

9. Fire Security. Prior to securing a fire, the Incident Commander will have the area patrolled for as long as he deems necessary to reasonably ensure the fire does not restart.

10. North Carolina Forestry Division Fire Aircraft. The North Carolina Forestry Division maintains aerial tanker aircraft in the Jacksonville area. The aircraft are available upon request to assist in combating forest fires on Base.

a. The Base Fire Chief/Dispatcher will request aerial tankers and will immediately thereafter contact the Base Range Control Officer or, after hours, the Command Duty Officer (CDO) for a cease fire on all firing ranges and air space clearance for the tanker aircraft to operate in R-5306, the Restricted Airspace Area.

b. Upon receipt of the foregoing cease fire and clearance request, the following will be accomplished by the Base Range Control Officer or Command Duty Officer, as appropriate:

(1) Check the weekly firing notice. If any firing ranges are in use, contact the firing unit, order a cease fire and report when the units have effected the cease fire order.

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(2) Upon notification that all ranges have ceased firing, call the Operations Tower at MCAS, Cherry Point and request clearance for the aerial tanker aircraft to operate in R-5306, the Restricted Airspace Area.

(3) After clearance has been granted, call the Base Fire Chief/Fire Dispatcher to advise that all ranges have ceased firing and that clearance for the tanker aircraft to operate in the R-5306 Area has been granted.

(4) Instruct the Base Fire Chief that notification must be made to the Base Range Control Officer or Command Duty Officer, as appropriate, as soon as the tanker aircraft has ceased operations.

(5) Notify the Operations Tower at MCAS, Cherry Point immediately when the aerial tanker has ceased operations in the R-5306 Area.

(6) Subsequent to this, ranges may be reopened for firing, dependent on the forest fire conditions, the location of the fire and the deployment of fire fighting details.

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